

RESEARCH GRANTS

Final Work Product Requirement

Rev. 1/8/21

Organizations that received a National Endowment for the Arts (Arts Endowment) grant for either,

- *Research: Art Works*: award numbers like xxxxxxx-38-18 or xxxxxxx-38-19,
- *Research Grants in the Arts*: award numbers like xxxxxxx-38-20, xxxxxxx-38-21, etc.

Must submit a final research paper as the product requirement on the award. Information regarding this requirement was included in the guidelines.

All final papers must include a cover page that has the title of the grant, the grant number, authors/organizations, and a disclaimer regarding the contents of the paper (see **page 4** for a template).

At the end of the grant period, grantees are required to submit a 20-50 page research paper that, at a minimum, includes 2 separate components: an abstract/executive summary and a full research paper:

- The abstract/executive summary of the project should consist of 1-5 page summary of the study's research goals, methods, findings, conclusions, and implications for research and policy and/or practice.

Abstracts/executive summaries must be targeted toward both technical and non-technical audiences.

In addition, *full research papers* (excluding the abstract and executive summary) typically are comprehensive accounts of the project, and usually contain the following components:

- (1) An explanation of why the research topic and related question(s) are important.
- (2) A review of existing literature or previous work on the topic, if any, including a description of the theory being tested and hypotheses, if appropriate.
- (3) A description of the methods, such as the descriptions of the research participants, sample characteristics and/or data source characteristics, procedures, measures and assessments, and the data analysis plan.
- (4) A summary of the analysis conducted, and related findings.
- (5) A conclusions section, including interpretations of the findings and discussion of whether the results supported or did not support any research hypotheses as appropriate; strengths and limitations of the research; future directions; and research and/or policy recommendations, based on the findings.
- (6) A works cited or references list.
- (7) Tables and figures, as appropriate (these can be included in the body of the paper if desired, rather than at the end).

(8) Any appendices or supplementary material.

(9) Contact information of the corresponding author (name and email at minimum) and websites for where the papers, products, and data of the project may be available beyond the Arts Endowment website, if applicable. This section should also include whether raw-data and/or meta-data will be accessible or shared, and procedures to obtain that information if it is, in the case that the Arts Endowment, other researchers, or non-researchers are interested in obtaining updated papers, data, or other resources (these details can be included in the title page of the paper).

For translational research projects, grantees are encouraged, but not required, to also submit a research product that can be used easily by practitioners or researchers who might be interested in developing a similar program, model, or tool.

The exact format and organization of the final products may vary depending on the project scope and dissemination plans, see [Research Grants in the Arts Study Findings](#) page for examples of previous grantees' final research products. These include but are not limited to academic research articles; white or grey papers; and books, handbooks, or book chapters.

The Arts Endowment reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so (2 CFR 200.315).

It is the Arts Endowment's intention to publish grantees' research papers on its website. We also understand that some of our grantees may desire to publish their work in other venues, such as peer-review research journals, in books, or in other types of publications. With this possibility in mind, we intend to post final research papers as "working papers;" if the papers are copyrighted or become copyrighted, then we will replace any working papers with the copyrighted versions. However, you may request a one-year embargo (a restriction) on electronic access to your final research papers through the Research Grants in the Arts Study Findings page. Should the Arts Endowment agree to restrict access to your final paper, then your name, the title of your work, a description of your research, and the abstract will be available via the Arts Endowment website, but the full text version will not be available for viewing or download until the embargo period has passed.

Please make sure to contact the Arts Endowment if you are contacted by the press or if you proactively engage the press about your award through such outlets as commercial newspapers (and their websites), radio, and TV; public broadcasting stations; community and alternative newspapers and newsletters; college and high school papers and stations; noncommercial and community access stations; listservs; news websites; membership websites (if relevant); and blogs. You may notify us of your media engagement and publications by emailing nearesearchgrants@arts.gov.

HOW TO SUBMIT

(1) **Ensure that your paper is developed in a format that is readable by screen reading software so that it is accessible to individuals with vision disabilities.** Use the built-in accessibility features of your software to create content in an accessible format. Provide a text equivalent for every non-text element, such as tables, charts, and photos by tagging them with alternate text descriptions (alt text) and captions. Do not use color-coding as the only method of conveying information. More resources regarding Accessibility is located at www.arts.gov/impact/accessibility.

- (2) **Email the product to the Office of Research & Analysis (ORA) at nearesearchgrants@arts.gov.** Identify your grant number and organization name in the Subject line, e.g. Product xxxxxx-38-xx Applicant Organization. If the paper is available online provide a link to it in the e-mail. Please also include your plan for publishing your work outside of the final report you submit to us and indicate whether you would like an embargo on electronic access to your final research papers through the [Research Grants in the Arts Study Findings](#) page. If you request an embargo, provide a justification for your request.
- (3) **Submit the product to the Arts Endowment's Office of Grants Management via the online awards management system eGMS REACH (REACH) at <https://grants.arts.gov/eGMS-Reach/Login.aspx>.** Go to the Reports Tab of your award and click the "pen" next to the product. You must do this or the paper will not be logged as received in the Arts Endowment's online grants management database.

NON-ARTS ENDOWMENT PUBLICATIONS AND PRESENTATIONS

If your work has been or will be published in a format other than the final paper you submitted to the Arts Endowment, please contact the ORA and we can provide links and citations to your final publications. Similarly, if your work becomes published in another format after your grant has closed out, please send us the links and citations so that we may promptly post them. The same kind of information would also be welcome for presentations of your work (e.g., PowerPoint slides or links to webcasts or video).

Registering your publications and presentations with the Arts Endowment will allow us to increase visibility and impact of your research based on your grant. Please email nearesearchgrants@arts.gov with any new or modified citations.

In all of these publications and presentations, grantees must clearly acknowledge support from the National Endowment for the Arts. Additional acknowledgment requirements may be provided later.

TITLE

(working paper)

AUTHOR/S

AUTHOR POSITION/S if applicable

ORGANIZATION AFFILIATION/S

This project was supported in part or in whole by an award from the *Research: Art Works* [awards ending with -18 or -19] or *Research Grants in the Arts* [awards ending in -20 or -21] program at the National Endowment for the Arts: Grant# xxxxxxx-38-xx.

The opinions expressed in this paper are those of the author(s) and do not represent the views of the Office of Research & Analysis or the National Endowment for the Arts. The National Endowment for the Arts does not guarantee the accuracy or completeness of the information included in this paper and is not responsible for any consequence of its use.



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